

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: 2004

Continuing

New

Previous Year (below line/defer) X

Issue: Research and Develop Comprehensive Guidebook for Child Care Center Developers

Lead Department: CDD

General Plan Element or Sub-Element: Socio-Economic Element

1. What are the key elements of the issue? What precipitated it?

This study would focus on researching and developing best practice development standards that are used by other cities to assist people involved in the development of child care centers in residential and commercial areas. The guidebook would be based on the City's current childcare codes and policies.

The purpose of the guidebook is to assist these individuals in understanding and easily accessing regulatory requirements at the State and local levels. This issue was precipitated by a potential Sunnyvale childcare provider who expressed frustration with the lack of information that is currently available to him from the City in terms of development requirements.

The outcome of this study is twofold: 1) to research best practice development standards used by other cities, and 2) to prepare a guidebook, based on the City's current child care codes and policies, to assist with developing child care centers in residential and commercial areas.

In 2003 this item was ranked 2 out of 5 by the Child Care Advisory Board. In 2003 this item was ranked 11 out of 12 for the Community Development Department by the City Council and fell below the line.

2. How does this relate to the General Plan or existing City Policy?

Socio-Economic Element

5.1H.1 Support efforts to increase the availability, quality and affordability of child care in North Santa Clara County.

3. Origin of issue:

Councilmember: _____

General Plan:

Staff: _____

BOARD or COMMISSION

Arts		Housing & Human Svcs
Bldg. Code of Appeals		Library
BPAC		Parks & Rec.
CCAB	X	Personnel
Heritage & Preservation		Planning

Board / Commission Ranking/Comment:

_____ Board / Commission ranked _____ of _____

4. Due date for Continuing issues (if known): _____ N/A
5. Multiple Year Project? Yes No X Expected Year of Completion 2004
6. Estimated work hours for completion of the study issue.
- | | | |
|--|-------|-----|
| (a) Estimated work hours from the lead department | _____ | 300 |
| (b) Estimated work hours from consultant(s): | _____ | 20 |
| (c) Estimated work hours from the City Attorney's Office: | _____ | 10 |
| (d) List any other department(s) and number of work hours: | | |
| Department(s): <u>Office of the City Manager</u> | _____ | 200 |
| Total Estimated Hours: | _____ | 530 |
7. Expected participation involved in the study issue process?
- | | | |
|---|-------|------|
| (a) Does Council need to approve a work plan? | Yes | No X |
| (b) Does this issue require review by a Board/Commission? | Yes X | No |
- If so, which Board/Commission? CCAB

(c) Is a Council Study Session anticipated? Yes No X

(d) What is the public participation process?

Outreach to child care facility developers and operators. Public hearing at CCAB, Planning Commission and City Council meetings. Standard notification of public hearings with Planning Commission and City Council.

8. **Estimated Fiscal Impact:**

Cost of Study	\$ 2,000.00
Capital Budget Costs	\$
New Annual Operating Costs	\$
New Revenues or Savings	\$
10 Year RAP Total	\$

9. **Staff Recommendation**

Recommended for Study

Against Study

X No Recommendation

Explain below staff's recommendation if "for" or "against" study. Department director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

reviewed by

Department Director

Date

approved by

City Manager

Date